AIR FORCE GUIDE

TO

PROCESSING

MASS AWARD
# UPLOAD/UPDATE PROCESSES

11 JANUARY 2005
**(Updated 7 January 2005)**
AFPOA/DPXRC

Mass Award Upload/Update Processes

This document outlines the steps to be taken to update award information using the 'Load Mass Awards' process in conjunction with the Preview Mass Awards and/or Final Mass Awards processes. **Note**: All records on an individual ASCII file must have the same Nature of Action, Effective Date, Award Agency and Award Type. For Performance Awards, the file may contain a mixture of awards based on a percentage and awards based on a flat dollar amount.
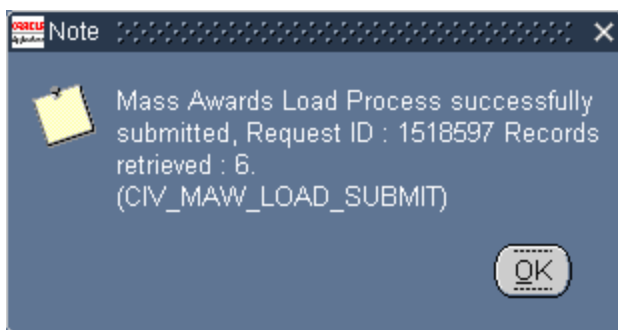
1. Copy the file containing the award transactions to your hard drive noting the subdirectory you are placing it in. The award file must be in the exact format as specified in **Figure 1** of this document. Note: Ensure there are no blank lines at the bottom of the file before loading the file.

2. Log into DCPDS as a CIVDOD PERSONNELIST.

3. Click on "Mass Actions" then "Mass Awards" and finally "Load Mass Awards"
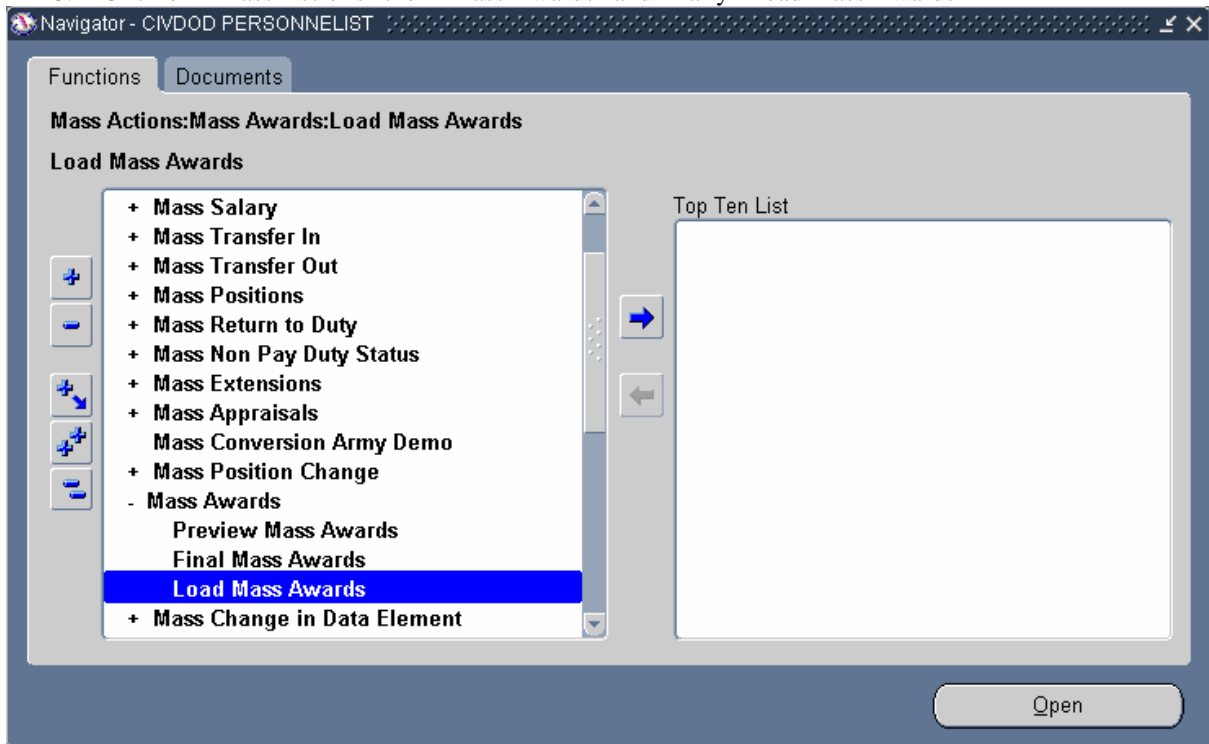
4. Under "File Name" you will need to type in the complete path to your award file on your hard drive (e.g., c:\awdtst4.txt). Be sure to include the file extension also in your path.

5. Provide a unique name for the "Mass Awards Name". Make a note of the name you type in as you will use it later in the Final Mass Awards process.
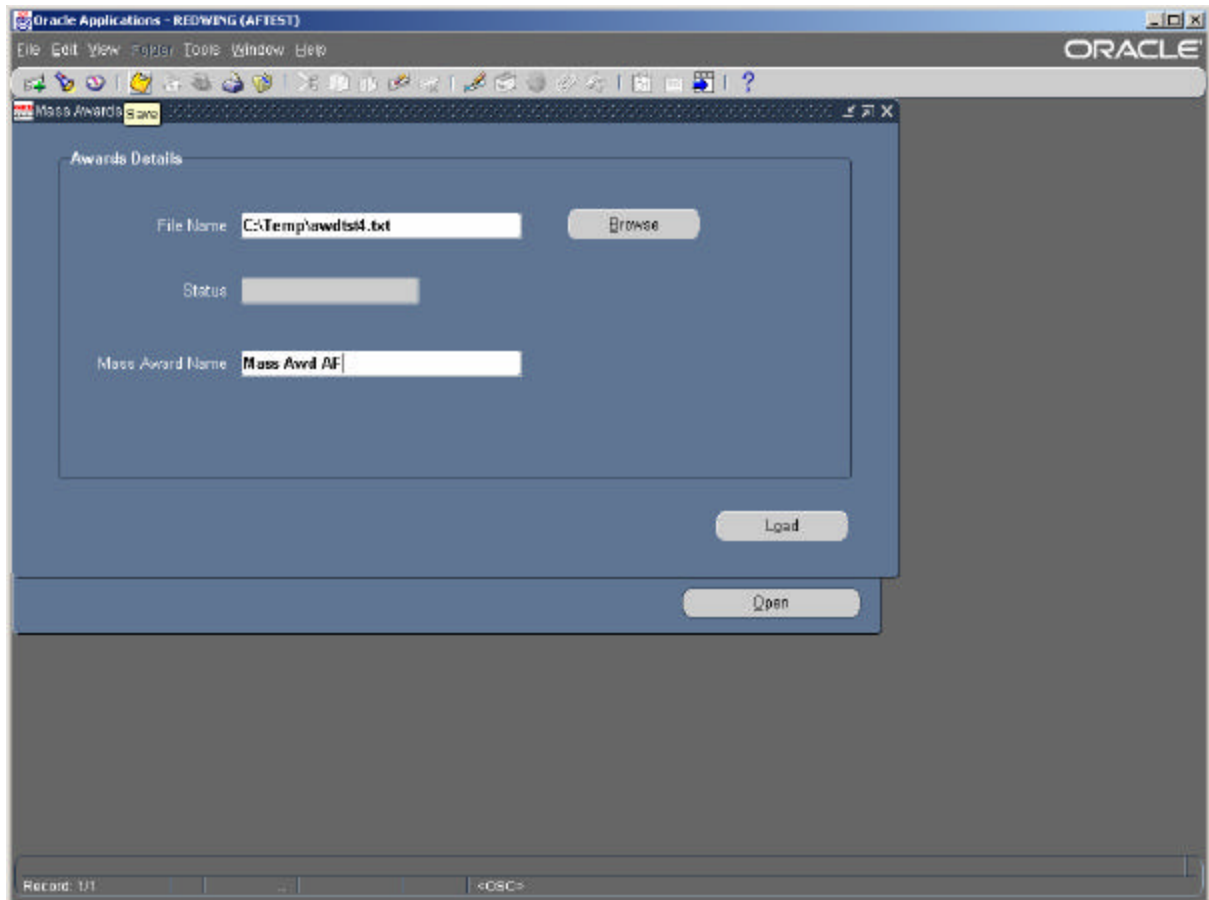
6. Save the record by clicking on the Floppy Icon on the top line menu.

7. Click on the "Load" button in the lower right corner of the screen.

8. Once the load process has completed, you will receive a pop-up message providing you with the Request ID number and the number of records that processed.

Note

Mass Awards Load Process successfully submitted, Request ID : 1518597 Records retrieved : 6.
(CIV_MAW_LOAD_SUBMIT)

OK

9. At this point, select "View" from the top line menu and select "Requests" to check the status of the load process. Hit "Refresh data" to re-query checking for the "Phase" to reflect "Completed" for the Start Automatic Mass Awards Load Process entry. The Mass Awards(CIVMAW) entries are reports generated to assist you in quality checking the process. *(Depending on how many organizations you have in your file this may take a little time. When your original job ID says "completed", all requests are completed.)*

Find Requests

- ● My Completed Requests
- ● My Requests In Progress
- ○ All My Requests
- ● Specific Requests

Request ID	
Name	
Date Submitted	
Date Completed	
Status	
Phase	
Requestor	

☑ Include Request Set Stages in Query

Order By **Request ID**

[Submit a New Request...]   [Clear]   [Find]

Requests

[Refresh Data]   [Find Requests]   [Submit a New Request...]

Request ID	Name	Parent	Phase	Status	Parameters
1518598	Mass Awards(CIVMAW)		Completed	Warning	430
1518597	Start Automatic Mass Aw		Running	Normal	5732, Mass Awd AF

[Hold Request]   [View Details...]   [View Output]

[Cancel Request]   [Diagnostics]   [View Log...]

Requests

| | Refresh Data | | Find Requests | | | Submit a New Request... |

Request ID   **Parent**

Request ID	Name		Phase	Status	Parameters
1518598	Mass Awards(CIVMAW)		Completed	Warning	430
1518597	Start Automatic Mass Aw		Completed	Normal	5732, Mass Awd AF

Hold Request	View Details...	View Output
Cancel Request	Diagnostics	View Log...

Report: request ID - 1518598

Page **1**   Font Size **10**

```
□E□ (s0P□£110□£18D□£k4S                          □(s7BAWARDS INVALIDATED IN MASS AWARDS□(s0B□
□
□
   On 07-JAN-2005 a Mass Award named Mass Awd AF was processed by BYRNESG with an effective date of . The□
   following employees involved in the awards raised these edit errors:□
□
□
□
   EMPLOYEE_NAME              SSAN              ERROR_MESSAGE□
□
□
   Employee Not Found        468-10-1111       Employee Assignment Effective 01-DEC-04 does not exist - skip
                                               to next SSN□
□
□
□
□
□
□
□
□
□
□
□
```

| Go To... | First | Previous | Next | Last |

Click on the "View Output" button to review the reports generated. The first report generated will list all records that failed to load with an explanation of why they failed (e.g., the employee did not have an assignment as of the effective date of the award). You will no longer receive a report for each Organization in your ASCII file indicating successful loading of the records.

10. To update the awards, click on "Final Mass Awards" from the Navigation window. *NOTE: Ensure the "Phase" reflects "Completed" for your "Start Automatic Mass Awards Load Process" entry before proceeding with these steps.*

11. When the form comes up, hit F11 and then type in the "Mass Awards Name" you provided in step 5 above followed by the wildcard character (%) and hit Ctrl-F11 to execute the query. If your upload file contains employees from different Organizations, the system will append a number after the name you provided in step 5 above for each of the various Organizations (e.g., "Mass Awd AF (Org 1)", "Mass Awd AF (Org 2)", etc.). By adding the % sign after the name, you are assured of finding all organizations that require award processing as a result of your upload. The following steps will need to be followed for each organization.

12. **CAUTION**: Do **not** make any changes to the form shown below. Doing so would impact your selection criteria.

13. Click the LACs/Remarks button *only if required to enter a LAC or remark*. The Legal Authority Codes and Remarks Window is displayed. Any remarks saved on this window will apply globally to all records selected. Once your changes are complete, click Save on the Toolbar and exit the window.

14. **CAUTION**: Do **not** make changes to the Awards Details screen. Doing so will override the data retrieved from you ASCII file.

15. Click the Preview button to review the records. To quickly identify all records selected for update, hit F11 to place you in query mode, click the block under the Awards column to deselect it and then re-click it to select it again. Hit Ctrl-F11 to execute the query. Your list will only have employees who were included in the load process.

16. To correct the dollar amount if required, place your cursor in the Target Award Amount data field and substitute the desired dollar amount. **Note:** The system deletes the information in the Target Award Percentage data field when the dollar amount is input.

17. Once your changes are complete, click Save on the Toolbar and exit the window. Click the Execute button to initiate the RPAs.
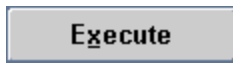
Execute

A Message Box displays and says "Mass Awards Final Process successfully submitted."

Note: Mass Awards Final Process successfully submitted, Request ID is 1518599. (CIV_MAW_FINAL_SUBMIT) OK
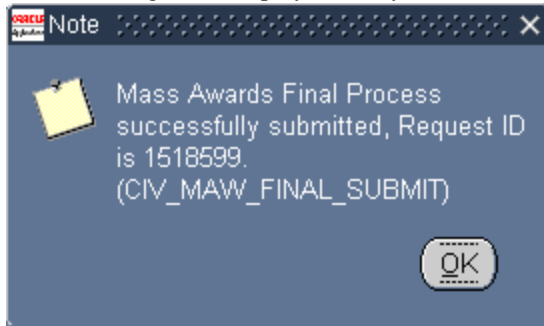
Click OK. Note: Once you have "Executed" or "Processed" the mass actions, the Preview button is grayed out on the Mass Awards (Final) Window. *ENSURE THAT THE USER EXECUTING THIS FILE HAS GLOBAL ACCESS AND APPROVAL AUTHORITY*

18. Select "View" from the top line menu and select "Requests" to check the status of the load process. Hit "Refresh" to re-query checking for the "Phase" to reflect "Completed" for the Start Automatic Mass Awards Process entry as before.

19. You will no longer receive a report for each Organization that is represented in your ASCII file indicating successful processing of the records. If your ASCII file included an award on an employee who has a pending WGI and whose rating of record indicates unacceptable performance, a warning message is generated so you can take the appropriate action.

20. **Note:** Futures must be executed for the NPAs to be created/HR Updated. Individual award actions that do not successfully pass the business rules will create an RPA for the Award and flow to the designated default group box for failed automatic actions, normally "WGI Personnel." The Process Log for Futures must be examined for rejects by the designated personnel in your office.

Figure 1.   AWARD ASCII File Record Layout

Maximum Field Length	Value
11	SSN (Format 999-99-9999)
	Comma Delimiter
11	AWARD_EFFECTIVE_DATE (Format: DD-MMM-YYYY)
	Comma Delimiter
3	NOA_CODE
	Comma Delimiter
5	AWARD_AMOUNT
	Comma Delimiter
1	AWARD_UOM *(M=Monetary H=Hours)*
	Comma Delimiter

5	AWARD_PERCENTAGE
	Comma Delimiter
2	AWARD_AGENCY_CODE
	Comma Delimiter
2	AWARD_TYPE
	Comma Delimiter
11	DATE_AWARD_EARNED (Format: DD-MMM-YYYY)

NOTES: 1. Use either AWARD_AMOUNT or AWARD_PERCENTAGE but not both per record (SSN); the file may contain a mixture of both amounts and percentages provided Item 4 is met .
2.   Only one Agency Code allowed per file.
3.   Only one AWARD_TYPE per NATURE OF ACTION per file
4. ALL RECORDS WITHIN THE SAME FILE MUST HAVE THE SAME NATURE OF ACTION, EFFECTIVE DATE, AWARD AGENCY AND AWARD TYPE

Samples of the format of the ASCII file to be used for Mass Awards Load process are provided below:

```
123-45-6789,01-JUN-2005,840,500,M,,AF,06,01-JUN-2005  (Special Act Award)
012-34-5678,01-JUN-2005,840,,M,1.5,AF,9L,01-JUN-2005  ( Performance Award
234-56-7890,01-JUN-2005,846,40,H,,AF,80,01-JUN-2005  (Time off Award)
234-56-7890,01-JUN-2005,847,40,H,,AF,80,01-JUN-2005  (Group time off award)
```

(NOTE: If your file contains the five commas after the Date_Award_Earned per the initial file specifications, they do not have to be removed; the file will load correctly either way; E.G.
```
 123-45-6789,01-JUN-2005,840,500,M,,AF,9L,01-JUN-2005,,,,,
```
OR
```
123-45-6789,01-JUN-2005,840,500,M,,AF,9L,01-JUN-2005)
```